



Minneapolis Health Department

**ANNOUNCEMENT OF TEMPORARY JOB OPPORTUNITY**

**Graduate Student Intern Position in Public Health**

Education and Outreach Intern  
February 2013 through June 2013

**Background:**

The Minneapolis Health Department is currently seeking an intern to assist in the outreach and education for bed bugs prevention and control in the City of Minneapolis.

**Job Responsibilities:**

The responsibilities of the student intern may include but are not limited to:

- Contribute bed bug education materials to social media outlets including Facebook, YouTube, Twitter, e-newsletter articles, Health department's website, and coordinate this work with the City of Minneapolis Communication Department
- Assist professional staff in the implementation of bed bug outreach and education efforts to the City of Minneapolis' Regulatory Services and Fire departments. These two departments deal with bed bug concerns generated from complaints or through proactive inspection.
- Organize, manage and attend public outreach events, including those sponsored by Public Housing, housing organizations, Legal Aid Clinics, and other stakeholders.
- Work closely with Neighborhood and Community Relations Department to develop and assist in the implementation of a community engagement plan for bed bug education and outreach.
- Develop an outreach and education evaluation plan that clearly measures the outcome of proposed bed bug outreach and education efforts.
- Other tasks as needed.

**Knowledge and Skills Preferred:**

- Demonstrated ability to work with low-income and at-risk populations.
- Prior experience working on social media outreach and event coordination desired
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Proficient skill set in 2010 Microsoft Office Products (e.g. Excel and Access) to gather, store, manipulate, analyze and disseminate data.

**Required Qualifications:**

Applicants must be a current student in a Master's or Ph.D. program in Public Health, Environmental Health, Environmental Studies, Health Communication, or any other related degree program.

**Salary:**

\$16.93 per hour

15-20 hours per week

**How to apply:** In order to be considered a cover letter and resume must be received no later than February 28, 2013.

**Email, fax, or mail your application materials to:**

Minneapolis Health Department

ATTN: Kim Stringfellow

250 S. 4<sup>th</sup> Street, Room 510

Minneapolis, MN 55415

612-673-3528

612-673-3866 (fax)

[Kim.Stringfellow@minneapolismn.gov](mailto:Kim.Stringfellow@minneapolismn.gov)

For additional information regarding the Minneapolis Health Department, please visit us at:

<http://www.ci.minneapolis.mn.us/dhfs/>

**BACKGROUND CHECK:** The City has determined that a criminal background check and/or qualifications check will be required for this position. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**The City of Minneapolis is an Affirmative Action/Equal Opportunity Employer**

If you need this material in an alternative format please call (612) 673-2301 or TTY (612) 673-2157 (General City Information). Please allow a reasonable amount of time for special needs accommodation. Deaf and hard-of-hearing persons may use a relay service to call 311 agents at (612) 673-3000. TTY users may call (612) 673-2157 or (612) 673-2626.